Information Pack for the role of Coordinator Treatment Operations
(3 Year Fixed Term, Fulltime Contract)
Tablelands Regional Council

Closing date for Applications is Monday 13 July 2020 at 5pm
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ATTACHMENT 1 – POSITION DESCRIPTION

Gillies Range Philip Warring, photo courtesy of Tourism and Events Queensland
THE POSITION

Live, discover and invest in a Tablelands Community

The Coordinator Treatment Operations is responsible for coordinating and supervising the operation and maintenance of water and wastewater treatment services for the Tablelands Regional Council. The key focus of the role is ensuring quality, reliability and safe water and wastewater services to the communities of the Tablelands Region.

The key responsibilities of this role are:

• Provide effective management and oversight of the water and wastewater treatment functions of Council’s operations.
• Leadership and supervision of a team of 9 operatives, including technical and practical advice, coaching, training and guidance.
• Provide professional advice and recommendations to Manager Water & Waste, in collaboration with the Compliance Section where necessary, and undertake actions to successfully resolve environmental and water quality compliance and/or service disruption issues.
• Manage and participate in an on-call roster, which includes coordination of after-hours emergency activities and leading response activities in declared events for this essential service.

Team Leadership

• The Coordinator supervises the Water and Wastewater Treatment team, including providing technical and practical advice, coaching, training and guidance to direct reports to ensure the provision of efficient and effective Water and Wastewater Treatment Services.
• The Coordinator provides effective leadership and staff capability development to ensure alignment with TRC values, achievement of organisational KPI’s and a positive contribution to a dynamic workplace culture.

Relationships

• Establishing and maintaining effective relationships with internal external stakeholders.
• Developing and maintaining relationships with community and key stakeholders that contribute to positive outcomes for the community

Required Qualifications

• Tertiary Qualification in Environmental Engineering or 10 years-experience in a supervising operational role within an essential services/critical infrastructure industry (Water and Wastewater desirable)
• Queensland Construction White Card, or National Equivalent
• Certificate IV in Frontline Management (desirable)
• Certificate IV in Water Operations (desirable)

Tablelands Regional Council is reshaping itself as a forward thinking, progressive and inclusive organisation, delivering a range of services and programs for the community. Council has a highly skilled workforce who provide innovative solutions to problems. Council seeks to recruit people who are passionate about the region, work well in a team environment and have the skills and abilities to produce quality outcomes.
Council encourages applicants from all backgrounds including Aboriginal and Torres Strait Islander peoples, people from different cultural backgrounds and people with disabilities.

Further information about the role is included in the Position Description at Attachment 1.
Located in Far North Queensland, about 100 kilometres west of Cairns International Airport, the Tablelands region has good road networks with endless opportunities to explore, year-round great climate, rich history, an assortment of accommodation options and friendly hospitality - making it a great place to live and raise a family.

The considerable range in elevation, rainfall and soil types produce an incredibly diverse and beautiful region encompassing World Heritage rainforests, crater lakes, dry savannah, wetlands, tropical waterfalls and unique birdlife and wildlife. Our region is renowned for agri-tourism developments, charming cafes, award-winning restaurants, boutique shops and quaint villages.

We are nurturing some innovative start-ups and developing as an outdoor adventure destination. Many people come for a holiday and return for a lifetime.

Council
TRC is made up of six divisions, with a Mayor and Councillors elected every four years. Mayor Rod Marti and his team are focussed on sustainable growth of the Tablelands, providing services that meet community needs while preserving the unique cultural, social and environmental values that make living in this region ideal.

TRC’s corporate direction encompasses enabling strong economies, vibrant communities, smart centres and long-term planning towards Council 2050. The values, vision, mission and direction are detailed in the Corporate Plan 2017-21.

Mayor Rod Marti

Education
An assortment of private and public high schools, primary schools and early childhood education options are available across the region as well as childcare facilities. There is also a TAFE and a network of home school educators.

- Atherton State High School
- Malanda State High School
- Herberton State School P-10
- Ravenshoe State School P-12
- Mount St Bernard College
- Jubilee Christian College
- St Joseph’s Parish School
- Primary schools in Atherton, Butchers Creek, Herberton, Kairi, Malanda, Millaa Millaa, Mount Garnet, Ravenshoe, Tolga, Walkamin and Yungaburra

Entrepreneurs and innovators are supported by Startup & Innovation Tablelands.

Health Services
Atherton Hospital is the largest referral centre on the Tablelands, providing specialist services, visiting services and outreach clinics. Medical practices, allied health and alternative health clinics are provided across the region.

Real Estate
Atherton is the retail and service sector hub of the region and the location of Council’s administration building and main service centre. Depots are located in Malanda, Tolga and Ravenshoe.

Real Estate agencies offer a range of properties to rent or buy in town centres or rural locations. The median sale price for houses in Atherton at June 2017 was $319,586 and median house rental was $300 per week.

Community
We have a range of services and community development initiatives to help reinforce the many positive aspects of life in our region including events, grants, libraries, facilities such as swimming pools, aged housing, sporting fields and aerodromes, disaster preparedness and support for heritage, arts and culture. There are many opportunities to join locally based groups or participate in an assortment of activities.

Sports & Recreation
There are a number of sporting clubs in the region including archery, athletics, basketball, BMX, cycling, cricket, golf, gymnastic, football, horse riding, hockey, lawn bowls, mountain biking, netball, sailing, swimming and tennis to name a few. An array of classes including a variety of cardio, yoga, Zumba, tai chi and martial arts is also available on a weekly basis.

Lake Tinaroo is the main water source for the region and is a popular location for water sports and activities. Crater lakes and waterfalls, walking trails and picturesque picnic spots are great locations for viewing unique wildlife and fauna.

Lake Eacham is great for picnics, swimming, walking and kayaking.

Culture & Arts
The Tablelands has three art galleries which showcase diverse local artistic talent and touring exhibitions, and a thriving artistic community. The region has a rich heritage and stories of the local Indigenous people, the early pioneers, miners, farmers, and a once thriving Chinese community are told in some of the local museums and heritage displays.
Events
There are year round activities for a range of interests with a choice of interesting events available each weekend. The annual Tastes of the Tablelands festival is a mouth-watering smorgasbord of local gourmet produce and demonstrations, while the Malanda Small Farms Field Day showcases everything country, tractors, motorcycles, farm equipment, animals and more.

Several outdoor sporting events take place including the Yungaburra Triathlon, starting and finishing at the Afghanistan Avenue of Honour, based on the shores of Lake Tinaroo, the Tinaroo Barra Bash is a challenge to secure the biggest catch, and mountain bike competitions at the Atherton Forest Mountain Bike Park.

The Tablelands Folk Festival is a must for music lovers. Agricultural shows and festivals are also held in many communities, including the Torimba Festival in Ravenshoe which showcases some of the best timber artists in Australia.

Drawing on our strong military ties, annual commemorative events are held in most towns.

Local Produce
Our rich farm land creates stunning landscapes and produces some of Australia’s best gourmet food outlets including speciality coffee, chocolate, tea, tropical fruits, cheese and dairy, wine and spirits. Local weekend markets provide farm fresh produce and local arts and crafts.

A range of crops are able to be grown including avocados, bananas, berries, citrus, flowers, herbs, legumes, lettuce, maize, mixed vegetables, native trees, nuts, sugarcane, turf and watermelons.

Tourism
The Tablelands provides an enviable lifestyle and is developing a reputation as an ideal outdoor recreation destination, with its refreshing tropical climate, mountains, wide open spaces and safe year-round swimming. Horse riding, bushwalking, water-skiing, sailing, fishing, bird-watching and cycling are all on offer.
RECRUITMENT PROCESS AND HOW TO APPLY

How to Apply

Please upload:
- Your CV, preferably in Microsoft Word or PDF format.
- A covering letter addressing the Selection Criteria below.

Selection Criteria

1. Tertiary Qualification in Environmental Engineering or 10 years-experience in a supervising operational role within an essential services/critical infrastructure industry (Water and Wastewater desirable)
2. Demonstrated experience, technical knowledge and ability to deliver tasks associated with water and wastewater treatment and related infrastructure
3. Demonstrated leadership skills with a proven ability to motivate and develop staff, set and achieve group objectives and meet program targets on time and within budget
4. Thorough working knowledge of the Australian Drinking Water Guidelines and relevant water and wastewater legislation and regulations
5. Knowledge of asset management principles
6. Effective project management skills

Recruitment Process timeframes

<table>
<thead>
<tr>
<th>Application Period:</th>
<th>Wednesday 17 June to Monday 13 July 2020</th>
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</thead>
<tbody>
<tr>
<td>Closing date for Applications:</td>
<td>5pm on Monday 13 July 2020</td>
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<tr>
<td>Initial Assessment:</td>
<td>613– 17 July 2020</td>
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<tr>
<td>Council Interviews:</td>
<td>From Monday 20 July 2020</td>
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</tbody>
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*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

Assessing Applications

Initial interviews
Leading Roles will review all applications received and conduct initial interviews with suitable candidates. These interviews will be conducted by Leading Roles via an online web conference or by telephone.

Shortlisting and Council Interviews
The council will determine a shortlist of suitable candidates, and will arrange interviews with council’s interview panel, depending on candidate and council staff availability. The interview panel will consist of 2 -3 members of council staff. The council may elect to include a non-voting panel member for assessment of technical competency.

The council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate’s fit for the role and organisation, working preferences and attributes.
Following selection of a preferred candidate the council may require a number of further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at offer stage.

Privacy Information: Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. But it will not be given to any other person or agency unless you have given us permission, or we are required by law.
CONTACT

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Position Description

Position title  Coordinator Treatment Operations
Reports to  Manager Water & Waste
Direct Reports  9
Department  Infrastructure Services
Classification  Level 7, Local Government Industry Award (Stream A)
Last Review Date  April 2020

Position Summary

This position is responsible to the Manager Water & Waste for coordinating and supervising the operation and maintenance of water and wastewater treatment services to ensure correct management in accordance with relevant licence and permit conditions from the environmental protection agency and to meet the needs of the Tablelands Regional Council community for quality, reliable and safe water and wastewater services.

The position exercises a degree of autonomy and works under limited direction to maintain operation of TRCs water and wastewater treatment facilities to ensure regulatory compliance, environmental protection, and drinking water quality. The role requires supervision of and setting outcomes for water and wastewater treatment staff, establishing priorities and monitoring workflows in areas of responsibility. This position also provides specialist advice to management and Council on the operation of water and wastewater treatment to ensure sustained regulatory compliance, environmental protection, and drinking water quality during periods of increased risk to levels of service.

The position provides leadership to the Water and Wastewater Treatment Group.

Position Specific Accountabilities

- Provide effective leadership and supervision to ensure the provision of efficient and effective Water and Wastewater Treatment Services, including providing technical and practical advice, coaching, training and guidance to direct reports.
- To manage the water and wastewater treatment facilities including the development and maintaining of systems to ensure compliance with TRC’s Drinking Water Quality Management plan and TRC’s environmental licenses to protect, conserve and enhance the natural environment of the region.
- Responsible for developing, reviewing and implementing the Water & Waste’s Environmental Management System (EMS) and Drinking Water quality Management System (DWQMS).
- Assist in developing and promoting sustainable water management practices to the community.
- Responsible for undertaking TRC’s Drinking Water Quality Monitoring Program and interpreting results to guide the operation of TRCs water treatment facilities.
- Analyse complex technical data on an ongoing basis to ensure the efficient operation of water and wastewater treatment facilities.
- Monitoring and reporting on agreed TRC (internal) and regulatory (external) performance indicators for Water and Wastewater Treatment Services.
- Procure and manage consultancy, construction and services contracts as required to meet service requirements and ensure contract requirements are met.
- Responsible for developing and managing of the annual operation and maintenance budgets for Water and Waterwater Treatment Services and ensuring effective and efficient utilisation of human, plant, and financial resources.
- Establishing and maintaining effective relationships with internal external stakeholders.
- This position is required to participate in an on-call roster which requires coordination of after-hours emergency activities and leading response activities in declared events.
• Develop recommendations within complex technical reports including terms of reference, feasibility, business cases and other submissions as required.
• Project manage the delivery of the annual Crooks and Wyndam Dam Inspection Contract between DNRME and TRC.
• Provide recommendations to Manager Water & Waste, in collaboration with the Compliance Section where necessary, and undertake actions to successfully resolve environmental and water quality compliance and/or service disruption issues.
• Liaise and collaborate with the Water and Wastewater Reticulation Section, Trade Waste Section, Strategic Assets Section, and Compliance Sections as required.

**Supervisor Accountabilities**

As a supervisor the position is responsible for;

• Meeting the requirements of the TRC Corporate Plan, Budget and Operational Plan.
• Providing effective leadership and staff capability development to ensure alignment with TRC values, achievement of organisational KPI’s and a positive contribution to a dynamic workplace culture.
• Developing and maintaining relationships with community and key stakeholders that contribute to positive outcomes for the community.

**Organisation Responsibilities**

• Model the highest standards of ethical and professional behaviour and act with integrity and confidentiality whilst representing Council internally and externally.
• Adhere to all legislative frameworks, rules, Council policies and guidelines.
• Prepare and submit reports for Council and the Executive Leadership team as required.
• Be familiar with and undertake all work in accordance with relevant policy and legislation, including:
  ▪ TRC’s Safety Management System - SAFE PLAN, TRC’s Code of Conduct, Council's Local Laws, Values and Behaviour, the Local Government Act 2009, Anti-discrimination and Privacy legislation, Purchasing and Procurement; and
  ▪ Comply with all Workplace Health & Safety Legislation, and other relevant policies, procedures and legislation.
• Follow reasonable directives to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
• Other responsibilities as reasonably expected.

**Delegated Authority**

Decisions are to be made in accordance with the Delegations of Authority as detailed under separate official delegation instructions through the Chief Executive Officer.

**Selection Criteria**

**Essential**

• Demonstrated experience, technical knowledge and ability to deliver tasks associated with water and wastewater treatment and related infrastructure
• Demonstrated leadership skills with a proven ability to motivate and develop staff, set and achieve group objectives and meet program targets on time and within budget
• Demonstrated high level of written and verbal communications skills, with an ability to liaise, negotiate and resolve conflict with various stakeholders
• Thorough working knowledge of the Australian Drinking Water Guidelines and relevant water and wastewater legislation and regulations
• Proven ability to implement, follow, and gain others commitment to quality management, environmental management and workplace health and safety systems
• Knowledge of asset management principles
• Effective project management skills
• Knowledge of Telemetry / SCADA Operating Systems
Qualifications

- Tertiary Qualification in Environmental Engineering or 10 years experience in a supervising operational role within an essential services/critical infrastructure industry (Water and Wastewater desirable)
- Queensland Construction White Card, or National Equivalent
- Certificate IV in Frontline Management (desirable)
- Certificate IV in Water Operations (desirable)

Position Specific Conditions

- Due to the delegation level of this position a criminal history check is required as part of the pre-employment screening.
- The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment.
- This role requires evidence of skills and qualifications and the possession of a current Drivers Licence.

| I have read and understood the above Position Description |
| INCUMBENT NAME | SIGNATURE | DATE |
| SUPERVISOR NAME | SIGNATURE | DATE |